

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers **DATE:** November 21, 2003
FROM: Lawrence C. Franklin, Jr., State Controller
SUBJECT: **CHECK CHANGE DEADLINE FOR 2003.**

My office must complete final preparation for producing the 2003 W-2's by the close of business on **Wednesday, January 7, 2004**. Any and all check changes must be received in my office prior to the above date.

Thank you for your cooperation in this matter.

/hh
CPO:04-07